

ROUTING AND TRANSMITTAL SLIP

29 JUL 1986

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF PERSONNEL		
2.		
3.		
4.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION

PLEASE RESPOND DIRECT WITH A COPY TO
ODDA AND EXECUTIVE REGISTRY.

SUSPENSE: 11 AUGUST 1986

**EXECUTIVE SECRETARIAT
ROUTING SLIP**

Subject

TO:	ACTION	INFO	DATE	INITIAL
1 DCI		X		
2 DDCI		X		
3 EXDIR				
4 D/ICS				
5 DDI				
6 DDA	X			
7 DDO				
8 DDS&T				
9 Chm/NIC				
10 GC				
11 IG				
12 Compt				
13 D/OLL				
14 D/PAO		X		
15 D/PERS		X		
16 VC/NIC				
17 EXDIR		X		
18				
19				
20				
21				
22				

SUSPENSE 11 Aug 1986
Date

Remarks To 6: Please respond direct with copy to ER.

Executive Secretary
29 Jul 86
Date

3637 (10-81)

STAT DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
HENRY P. MAHONEY ADDA	7D24 HQS



THE SECRETARY OF THE TREASURY
WASHINGTON

July 25, 1986

Executive Registry
86- 3194X/1



Dear Bill:

The 1987 Combined Federal Campaign kicks off in September and I have accepted a request from Bill Brock, this year's General Chairman, to serve as Chairman of the Loaned Executive Program.

I am writing today to ask you to participate in the 1987 Loaned Executive Program by designating 1 individual as a Loaned Executive. Last year your agency helped make the 1986 campaign the most successful in the history of the Combined Federal Campaign (CFC) by participating in the program. This level of success was achieved in large part due to the significant leadership and support roles performed by the Loaned Executives. In the ten years that the Loaned Executives have participated in the Combined Federal Campaign, the drive has improved markedly and last year raised over \$20 million to benefit the less fortunate.

After a brief, intensive training period, Loaned Executives begin to work immediately with high level officials in each Federal organization throughout the National Capital Area. The Loaned Executives' prime responsibility is to assist his or her assigned agency in executing a well-planned, efficient and successful campaign by providing hands-on training and administrative expertise.

As I have requested, it is my hope that you will assist us by loaning 1 of your mid-management staff who is a promising or potential manager. The enclosed Loaned Executive Job Description describes the tasks at hand and the caliber of individuals we are seeking. In order to provide this development opportunity to as many individuals as possible and to gain fresh insights and ideas, it is requested that the designated executives be those who have not previously participated in this program.

The first phase of the training takes place at the United States Postal Management Academy and begins August 19, 1986. Therefore, I am asking you to advise us of the appointment of your Loaned Executive no later than August 11. The assignment ends on Friday, December 5, 1986.

Combined Federal Campaign

Loaned Executive Job Description

The Loaned Executive Program was authorized in a Presidential Memorandum to departments and agencies dated in March 3, 1971.

The Office of Personnel Management has recognized the Loaned Executive program as a useful developmental experience for promising and potential managers, especially in the executive competency areas of organizational representation and liaison and direction and guidance of programs or projects.

A Loaned Executive is a person from mid-management who has the ability to work effectively with volunteer leadership in an administrative and operational capacity; a dynamic individual who is a self-starter and motivator. The individual selected should be capable of assuming a high degree of independent responsibility. He or she is the type of person an agency would wish to have as its representative to other government organizations.

The Loaned Executive is loaned by his or her employer to the Combined Federal Campaign for a full time campaign assignment for approximately 16 weeks (mid August - early December). Following an initial intensive period of orientation to the CFC and training in effective campaign techniques, each Loaned Executive is assigned responsibility for campaigns in several agencies. Within these agencies, the Loaned Executive's aim is to achieve whatever changes are necessary to make each agency's campaign more effective. The Loaned Executive's duties include the following:

1. Review and analyze each assigned agency's previous campaigns: determine strengths, weaknesses and areas for potential improvement.
2. Develop effective working relationships with each agency's campaign leadership. This relationship should enable the Loaned Executive to motivate and guide campaign leadership to develop and implement an effective campaign plan using recommended campaign techniques.
3. Assist in the establishment of each assigned agency's goal.
4. Participate in keyworker training, employee rallies, group solicitation, meetings, etc.
5. Maintain contact with each agency's Vice Chairman and/or coordinator throughout the campaign in order to monitor progress and to recognize and react positively to problem situations.

6. Follow through with all assigned agencies to completion of their campaigns to:
 - a. ensure that all reports and contributions are turned into the CFC Headquarters.
 - b. see that all reusable campaign supplies of value are returned to CFC Headquarters.
 - c. determine award status.
7. Keep notes for agency files including a thorough evaluation of each assigned agency's campaign as well as suggestions for next year's campaign.
8. Submit evaluation of the following aspects of the overall campaign:
 - a. Loaned Executive orientation and training
 - b. the role of the Loaned Executive
 - c. the overall CFC campaign plan
 - d. performance and support of the CFC staff

All Loaned Executives will receive continuing on-the-job training and supervision from the CFC professional staff. Out of pocket transportation and other approved expenses incurred will be paid by the Loaned Executives' employers. The CFC can assist in covering expenses in special situations.

The performance of all Loaned Executives will be assessed by the Combined Federal Campaign staff leadership and reports of each Loaned Executive's experience will be shared with his or her agency.

June, 1986